

DEPARTMENT OF MANAGEMENT AND BUDGET
EMPLOYEE TIME AND ATTENDANCE REPORT

PAY PERIOD ENDING DATE

DAY	HOURS WORKED																												
	REGULAR				2ND SHIFT				3RD SHIFT																				
	(1) REGULAR HOURS	(2) REGULAR OVERTIME	(3) REGULAR OVERTIME FOR HOLIDAY (HOT1)	(4) REGULAR DOUBLE TIME	(5) 2ND REGULAR HOURS	(6) 2ND OVERTIME	(7) 2ND OVERTIME FOR HOLIDAY (HOT2)	(8) 2ND DOUBLE TIME	(9) 3RD REGULAR HOURS	(10) 3RD OVERTIME	(11) 3RD OVERTIME FOR HOLIDAY (HOT3)	(12) 3RD DOUBLE TIME																	
DATE	(REG1)	(OVT1)		(DBT1)	(REG2)	(OVT2)		(DBT2)	(REG3)	(OVT3)		(DBT3)	(ANLV)	(SKLV)		(CMPU)	(SCHL)	(ILG)	(NOPY)	(ZERO)		(PLNA)	(CMPE)						
SUN																													
MON																													
TUES																													
WED																													
THUR																													
FRI																													
SAT																													
WEEKLY TOTAL																													
SUN																													
MON																													
TUES																													
WED																													
THUR																													
FRI																													
SAT																													
WEEKLY TOTAL																													
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)					

[illegible]

EMPLOYEE INSTRUCTIONS FOR TIME REPORTING

1. COMPLETE IN INK
2. Enters the following:
 - A. Employee name in the **EMPLOYEE NAME** space.
 - B. Pay period ending date in the **PAY PERIOD ENDING DATE** space.
 - C. Date for each day in the **DAY/DATE** column (optional).
3. Enters **DAILY** the **HOURS WORKED** (Regular, Overtime, Doubletime) in whole numbers and tenths in the **REGULAR HOURS** columns, **2ND SHIFT** columns or **3RD SHIFT** columns.
4. Enters the following:
 - *A. Annual Leave used in the **ANNUAL LEAVE USED** column.
 - *B. Sick Leave used in the **SICK LEAVE USED** column (**REASON** required).
 - *C. Accrued 1981-82 or later deferred hours used in the **DEFERRED HOURS USED** column. Enter (DH81) deferred hours 1981 or (DH82) deferred hours 1982 or later in the **REASON** column.
 - *D. Compensatory time hours used in the **COMP HOURS USED** column.
 - *E. School Leave hours used in **SCHOOL LEAVE USED** column.
 - *F. Initial Leave Grant hours used in the **INITIAL LEAVE GRANT** (ILG) column.
5. Enters the following:
 - *A. Non Pay Hours used when affected by daylight savings time or approved time off without pay that will NOT affect accruals in the **NON PAY** (NOPY) column.
 - *B. Hours of Unpaid Leave in the **UNPAID LEAVE** (ZERO) column.
 - *C. Hours used as leave under the Family Leave Act in the **FAMILY LEAVE** column.
 - *D. Hours used under Plan A in the **PLAN A** (PLNA) column.
 - *E. Hours earned for compensatory time in the **COMP EARNED** (CMPE) column.
6. Enters other hours in the **OTHER HOURS** column.
7. Enters the Daily total of all Hours Worked and Leave Used in the **DAILY TOTAL** column.
8. Obtains supervisor approval, when required.
9. Enter weekly totals in the **WEEKLY TOTAL** rows.
10. **AT THE END OF THE PAY PERIOD** performs the following:
 - A. Verifies the accuracy of hours recorded in columns by cross checking the **DAILY TOTAL** and **WEEKLY TOTAL** hours for the pay period (add **WEEKLY TOTAL** horizontally and **DAILY TOTAL** vertically), these totals must match.
 - B. Combines the **WEEKLY TOTALS** of columns and enters the total in the corresponding **PAY PERIOD TOTAL** spaces.
 - C. Enters **DEPARTMENT/AGENCY CODE, TIMEKEEPING (TKU) NO., EMPLOYEE NUMBER,** and **SOCIAL SECURITY NUMBER** in spaces provided.
 - D. Enters signature and date in the **EMPLOYEE SIGNATURE** and **DATE** spaces.
 - E. Indicate per instructions (See front of form) when the **EMPLOYEE SPECIAL PAY REPORT** (A-424A) is used.
11. Obtains supervisor certification and date.
12. Submits complete form to the timekeeper.

*SUPERVISOR SIGNATURE REQUIRED

DEFINITIONS

HOURS WORKED

REGULAR HOURS (REG1, REG2, REG3) – Hours worked in which 50 percent or more fall between 5:00 a.m. and 4:00 p.m., including holidays.

OVERTIME (OVT1, OVT2, OVT3) – Hours worked in excess of 8 hours in a day or 40 hours in a week.

HOLIDAY OVERTIME (HOT1, HOT2, HOT3) – Overtime hours worked on a holiday.

DOUBLETIME (DBT1, DBT2, DBT3) – Overtime hours paid at double the employee's Regular Pay Rate in which eligibility depends on the employee's bargaining unit.

NOTE: For employees on adjusted work schedules, overtime payment shall be made for authorized time worked in excess of their regularly scheduled hours for that day or 40 in a weekly work period.

ANNUAL LEAVE USED (ANLV) – Hours of absence charged against the accrued Annual Leave balance.

SICK LEAVE USED (SKLV) – Hours of absence charged against the accrued Sick Leave balance.

DEFERRED HOURS USED – Hours of absence charged against hours accrued in 1981-82 or later as Deferred Leave Hours. These hours are used the same as Annual Leave hours. (DH81) Deferred Hours 1981, (DH82) Deferred Hours 1982.

COMPENSATORY TIME USED (CMPU) – Overtime credit used as Annual Leave in lieu of cash payment. It must be used prior to Annual Leave except where the maximum Annual Leave cap has been reached.

SCHOOL LEAVE USED (SCHL) – Hours used for the purpose of participating in certain educational activities.

INITIAL LEAVE GRANT (ILG) – Initial Leave Grant hours used.

NON-PAY (NOPY) – The one hour difference when the State switches to daylight savings time or approved time off without pay that will not affect accruals.

UNPAID LEAVE (ZERO) – Unpaid time off because: (1) permission for leave use was not requested or was requested and denied; (2) leave balances were exhausted; or (3) the employee requested and was granted unpaid leave.

FAMILY LEAVE – Hours used as leave under the Family Medical Leave Act.

FMAL - Annual Leave Used	FMCM - Comp Time Used
FMD1 - Deferred Hours 81 Used	FMD2 - Deferred Hours 82 Used
FMLA - Unpaid Hours	FMSL - Sick Leave Used

VOLUNTARY WORK SCHEDULE (PLNA) – Work Schedule Adjustment Plan A.

COMP EARNED (CMPE) – Overtime credit earned in lieu of cash payment.

OTHER HOURS

ADM1 - Administrative (Shift 1) [REASON required] - Hours of leave with pay for necessary absence from work for which Annual, Sick or other leave with pay is not applicable (leave for attending an annual or general assembly or convention which must be approved by the Labor Relations staff)

ADM2 - Administrative (Shift 2) [REASON required] **ADM3** - Administrative (Shift 3) [REASON required]

ANLW - Annual Leave Workers Comp - For employees who accrued annual leave while off on workers comp due to an assault by an inmate or patient.

BDAY - Birthday Leave

CALL - On-call hours - Hours an employee is "On-Call" and qualifies for on-call pay

CMBL - Combined Leave Usage

CMS2 - Comp Earned Plus Shift Diff 2 Pay **CMS3** - Comp Earned Plus Shift Diff 3 Pay

HOL1 - Holiday (Shift 1) **HOL2** - Holiday (Shift 2) **HOL3** - Holiday (Shift 3)

JUR1 - Jury Duty (Shift 1) **JUR2** - Jury Duty (Shift 2) **JUR3** - Jury Duty (Shift 3)

LAWP - Law Enforcement Pay **LCE1** - Line Up Time Comp Earned (Shift 1)

LCE2 - Line Up Time Comp Earned (Shift 2) **LCE3** - Line Up Time Comp Earned (Shift 3)

LOST - Lost Time **LOT1** - Line Up Overtime Pre Shift 1

LOT2 - Line Up Overtime Pre Shift 2 **LOT3** - Line Up Overtime Pre Shift 3

LSB2 - LSB Night Shift **LSB3** - LSB Lobster

MIL1 - Military Leave (Shift 1) **MIL2** - Military Leave (Shift 2) **MIL3** - Military Leave (Shift 3)

ODB1 - Double Back Overtime (Shift 1) **ODB2** - Double Back Overtime (Shift 2) **ODB3** - Double Back Overtime (Shift 3)

SPCC - Special Pay "C" - Out State Auditor (Replaces "SPCX") **SPCP** - Special Pay "P" - Structural Duty Hazard Pay

SPCR - Special Pay "R" - Out of State Insurance Examiner

***UNO1** - Union Activity (Shift 1) - Hours granted for purposes of representing a fellow employee at a grievance, attending labor-management meeting or conducting other recognized employee organization business as allowable under applicable Employee Relations Policy.

***UNO2** - Union Activity (Shift 2) ***UNO3** - Union Activity (Shift 3)

DAILY TOTAL – Total of hours worked per day.

WEEKLY TOTAL – Total of hours worked per week.

PAY PERIOD TOTAL – The total of hours worked for the pay period.